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**May 11, 2012**

**BID #524123**

**ADDENDUM #1**

**RENOVATION AND CONSTRUCTION OF THE CODE ADMINISTRATION  
OFFICE (PERMIT CENTER) FOR THE STAFFORD COUNTY DEPARTMENT OF  
PUBLIC WORKS**

**To All Plan Holders and/or Prospective Bidders:**

The following changes, additions, and/or deletions are hereby made a part of the Contract Documents for the Renovation and Construction of the Code Administration Office (Permit Center) for the Stafford County Department of Public Works, dated April 30, 2012, as fully and completely as if the same were fully set forth therein:

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1. This Addendum is hereby made a part of the Contract Documents issued to modify, alter revise or explain the original drawings and/or specifications. The contents of this Addendum will take precedence over the original instruments and shall be bound with the specifications.

2. All Bidders shall acknowledge the receipt of this Addendum in the space provided on Page 00300-2 of the Bid Form.

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**A. INFORMATION FOR BIDDERS**

**SECTION 1.04 – QUALIFICATION OF BIDDER** – Shall read as follows:



The Successful Bidder shall perform at least **sixty percent (60%)** of the Work with forces that are in the direct employment of the Contractor's organization. If requested by the Owner, prior to the signing of the Contract, the Successful Bidder shall submit a Statement of Work to be performed by his own forces.

**GENERAL CONDITIONS SECTION 00400-7 SECTION GC-16.B** –Shall read as follows:

The Contractor shall not award work to Subcontractor(s) in excess of **forty percent (40%)** of the Contract Price without prior written approval of the Owner.

- A. PRE-BID MEETING AGENDA MINUTES (Five (5) pages)**
- B. BUSINESS CARDS (Two (2) pages)**
- C. PRE-BID MEETING SIGN-SHEET (Two (2) pages)**

### PREBID MEETING AGENDA MINUTES

**Project:** CODE ADMINISTRATION OFFICE RENOVATION (aka Permit Center)  
**Project No.:** RFP 524123      **Date:** Thursday, 05/10/12      **Time:** 10:00am  
**Location:** Stafford County Government Center – Activities Room

- Overview of project and purpose of the meeting was given. Brief introductions of the County Project Team were made.
- Whatever is said during this meeting is meant to be helpful, but does not and cannot change the Bid Documents. Bidders must rely on published Addenda for official answers to questions that are not currently covered by Bid Documents. All questions will be answered in written format and posted online.
- At present, bids will be taken on Thursday, 5/24/2012 3:00 PM in the Purchasing office located on the 2<sup>nd</sup> floor of this building.
- Announce Addendum No. 1 which will include these meeting minutes, sign-in sheets, and answers to any questions received thus far will be released shortly.
- Tentative schedule of events:

Last Addendum	<u>Will be issued by NEXT Wednesday</u>
Receive Bids	<u>Thursday, May 24, 2012, 3pm</u>
BOS Approval	<u>June 5<sup>th</sup> meeting (IF it has to have their approval).</u>
	<u>This is contingent on the prices coming in over</u>
	<u>threshold of department approval or over budget.</u>
Contract Awarded	<u>shortly after the BOS approval with work starting by</u>
	<u>end of June first of July – 45 days for work to be</u>
	<u>complete and ready for FINAL payment</u>
- Everyone attending is asked to fill out the sign in sheet and to supply a business card if possible. **The sign-in sheet and all meeting minutes and addendums will be posted on-line**
- **ANY** and **ALL** questions after this meeting are to be in writing or they will not be responded to.

#### **GENERAL DISCUSSION ITEMS:**

- Be guided by all bid document requirements
- Refer to the Site Conditions and Conditions of Work
- Hours of access to work area will be 5:00PM to 6:00AM Monday through Friday morning as well as Friday 5:00PM to Monday 6:00AM is also available. A county construction staff

member will be onsite with contractor at all times so schedule will need to be presented and approved prior to working. There may be some Board and/or Commission meetings that may need to be worked around due to noise levels however we can work through those during schedule review.

- **Permits/Inspections/Testing : All permits will need to be applied and paid for by the contractor for this project. This will include all trades including FIRE. The contractor will be responsible for all inspection call ins in accordance with those permits. Permits and fees can be found on the county website under Code.**
- Work to be performed by others
  - Data lines – Our cabling contractor will have to provide connections for the equipment on the two-stand up desks, the 7 workstations and the L shaped counter for Planning.
  - Modular walls and furniture by Omnifics
- County requests that an Electrician be on site when needed for install of the modular panels.
  - **Omnifics will include whips with the FTC and the 7 stations. Omnifics installers will put the whip on or in their walls, but that must be connected to the building j-box by an electrician.**
- County asks that the bidders pay close attention to the structural bracing design of this project. Please provide any comments or questions concerning this or any other bid spec.

#### **OPEN FOR QUESTIONS AND DISCUSSION.**

1. Any hazardous materials.

**Response:** No known hazardous materials such as lead paint or asbestos.

2. Must have 80% of your work force. Stated that this project is mostly electrical and mechanical hard to meet the 80% of prime contractor doing work with their own forces. Some felt that may eliminate everyone.

**Response:** GENERAL CONDITIONS SECTION 00400-7 SUBSECTION GC-16.B SUBCONTRACTING SHALL BE CHANGED TO READ: The Contractor shall not award work to Subcontractor(s) in excess of **forty percent (40%)** of the Contract Price without prior written approval of the Owner.

3. Will modular walls be delivered and we have to store them.

**Response: No**

4. Electrical documents show light switches on panels. Until which time the panels are installed will the lights be on 24/7? And is it the same whip?

**Response: Will be coordinated with Omnifics. Electrical Engineers understanding is that the switch “whip” would be supplied with the wall panel and connected in the field by the electrical contractor. This only applies to the scanner room, the conference room, and the pendant lights above the counters. The lights will not burn 24/7 because the circuits are routed through a central lighting control system that will de-energize the lighting after normal hours.**

5. When will the walls and furniture be installed? With an electrician from the contractor? How do they plan this for pricing?

**Response: Yes the walls and mod furniture will be installed by Omnifics. They are proposing to do the install on FRIDAY NIGHT and SATURDAY for two weekends in a row. Use this time frame for your pricing of an electrician being on site with this contractor during the install.**

6. County expecting to award one contract for the construction?

**Response: Yes. There will be one contract awarded to the prime contractor. All work and subcontractors except those mentioned under “Work Performed by Others” will be under the prime contractor and this one contract.**

7. Will they just need a low voltage? Will it be under the general permit?

**Response: The prime contractor will require all permits pertaining to this project. The data line installer will be responsible for their own low voltage permit. Omnifics will be required to apply for all their individual permits as well to include the Modular Furniture Install permit and Electrical Permit if required during code review.**

8. Fire alarm do we have a vendor we use for programming?

**Response: MC Dean is on county contract for the monitoring of the fire system. Fire Solutions out of Mechanicsville is under county contract for the maintenance and inspections of all our fire panels/systems here in the government center.**

9. Do we have to use them for install? Is there a proprietary panel we have to use?

**Response: No**

10. Fire alarm strobe devices are to be attached to modular walls? According to the plans it is on modular wall? Who installs this device on the wall and into the system?

**Response: This is not correct. All fire alarm devices in the counter area are installed on the two columns, not on modular walls. The visual signal in the conference room is installed on the corridor wall, not on a modular wall.**

11. Are these floor to ceiling mod walls.

**Response: Yes. The perimeter is floor to ceiling. The interior work station walls are not so the emergency light (strobe) can be seen and so meets code.**

12. Lighting control system? It is a dimmer of the lights during daylight or just a motion sensor? Will this sensor have issues due to wall heights?

**Response: If this question is referring to the wall-mounted motion/occupancy sensor switches in the scanner room, the conference room, and the supervisor office, these are local controls for the respective room lights. If the question is referring to General Note I on Sheet E-4, the lighting control system is an on-off control system tied to time of day. No dimmer controls have been specified.**

13. Does the electrical contractor have to provide a sleeve for low voltage work? IT work?

**Response: The contractor is only required to provide a path for low voltage work at the two base in-feeds for the workstations near the intersections of Column Lines N.1 and 11. It is likely that at these two locations, the cables can be fished through the wall cavity without sleeves.**

14. Dumpster Location?

**Response: A dumpster can be placed across the entrance roadway adjacent to the perimeter fencing of the Annex Construction Project. Should this area be needed for the Annex Construction the County will find another location for this renovation project.**

15. Staging of equipment and supplies.

**Response: All items will need to be kept within the work area however the county will work with the contractor to locate other storage areas. If contractor has a trailer for storage county will work to provide a location in the parking lot. The county will not be responsible for the trailer or its content.**

**The government center loading dock can be accessed and used during construction hours. The area will need to be cleaned up and vehicles moved by 6AM each day.**

16. Additional site viewing and investigation above the ceiling or in the electrical room will need to be scheduled for an agreed upon time and date with:

**Mike Smith, Director of Public Works,  
540-658- 4047 or MSmith@staffordcountyva.gov**



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**CODE ADMINISTRATION OFFICE RENOVATION (aka Permit Center)**

Project No. **RFP 524123**

**PREBID MEETING SIGN IN SHEET**

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